# Criteria for
# Evaluating the Self-Assessment
# Process and Report

| | Item | Comments |
|---|---|---|
| 1 | How closely was the process outlined in the handbook followed? | ____ Off-Site Data<br>____ Data Collection & Analysis<br>____ Steering Committee<br>____ Student Record Review<br>____ Interviews/Focus Groups<br>____ Self-Assessment Report<br>____ Executive Summary<br>____ Corrective Action Plan<br>____ Program Improvement Plan |
| 2 | How well did the Steering Committee represent stakeholders in special education programs? | ____ Spec. Ed. Director<br>____ District Spec. Ed. Staff<br>____ School Administrators<br>____ General Ed. Teachers<br>____ Spec. Ed. Teachers<br>____ Preschool Teachers<br>____ Parents<br>____ Students<br>____ Related Service Providers<br>____ Other agency personnel |
| 3 | How active a role did the Committee, or sub-committees, take in the gathering and analysis of data? | ____ A description was included |
| 4 | Was all of the required data collected? | ____ Off-Site Data<br>____ Interview Data<br>____ Student Record Review Data<br>____ Outcome Data<br>____ Other Data Sources |

| | | |
|---|---|---|
| 5 | How completely were the files reviewed on all of the compliance items required? Were at least 10% of the files in the district reviewed? | ____ # of Files Reviewed<br>____ # of Spec. Education Students<br>____ % of Files Reviewed<br>____ Type of File Review |
| 6 | How representative a sample of special and general education personnel, parents, and students were interviewed or surveyed? | ____ # of Spec. Ed. Personnel Interviewed/Surveyed<br>____ # of General Ed. Personnel Interviewed/Surveyed<br>____ # of Parents Interviewed/Surveyed<br>____ # of Students Interviewed/Surveyed |
| 7 | How does the Report address findings from: off-site data, charter school profile and OSEP tables, state wide assessment data, interviews, student record reviews? | |
| 8 | How thoroughly was the data analyzed? Is the data accurate? Are there trends in the data? What might the data mean? | ____ Data Analysis<br>____ Accurate Data<br>____ Data Trends<br>____ Data Meaning |
| 9 | How well do the Program Improvement Plan goals address the conclusions or implications of the data analysis? | |
| 10 | Are there Corrective Action Plans for any areas of non-compliance from file reviews or analysis of other data? | |
| 11 | To what extent does the Self-Assessment Report contain all of the information required? | |
| 12 | Was reimbursement invoice and letter submitted? | |
| 13 | Were all UPIPS Year 1 requirements met? | |